

Project Review Team (PRT)

Goals

- Establish priorities agency specific requests, system-wide enhancements and unresolved customer-wide initiatives involving the NFC Scheduled Release
 - Provide unified approach to system project prioritization
 - Provide comments and recommendations to ensure that projects are prioritized in a fair and consistent manner using customer input, NFC, LOE, etc.
 - Provide consensus solutions to system problems, changes or proposed enhancements
 - Identify and document new requirements for enhancements to the Payroll/Personnel System (PPS)
 - Identify potential PPS projects that have community wide impact and appointing work groups as appropriate to recommend an approach for a system wide solution
 - Recommend the funding sources for community wide projects development and implementation costs
 - Sets guidelines for customers in using PPS

Procedure

- **Facilitator (Project Control Office):**
 - Coordinate, direct and manage meetings to ensure smooth and orderly dissemination of information and appropriate discussion
 - Present project topics of interest or concern from NFC or User Groups to PRT
 - Call special meetings as needed
 - Develop and distribute all meeting information including meeting agenda, proposed project documentation, current schedule release listing, etc.
 - Provide notification to members of dates, times, and places of scheduled meetings
 - As necessary, coordinate and distribute pertinent information derived from CB and User Group meetings
- **PRT Members:**
 - Participate in all scheduled meetings or send an alternate representative that has the authority to make decisions on behalf of their department or agency
 - Submit inter-agency and/or agency-specific comments and recommendations on changes or enhancement to the PPS to PRTeam@nfc.usda.gov
 - Submit proposed scheduled changes for projects on the NFC Scheduled Release to PRTeam@nfc.usda.gov
 - Serve as Agency's voice for decisions regarding PPS-related matters such as change requests
 - Provide research resources as needed
 - Participate or designate an agency representative for sub groups.
- **Meetings**
 - Meetings will be held quarterly and special meetings may be called as needed.